

DOMESTIC & FOREIGN TRAVEL FORMS FOR TRAVEL INVOLVING ORU STUDENTS

Domestic Travel Forms	Forms Go Where?
As per the ORU Travel Policy domestic travel is for all travel within the continental USA that requires overnight stay.	
Student Release – this is normally signed during the Registration process.	If the student has not signed this form during the Registration process then the department maintains a copy and sends the original to Risk Mgmt.
Volunteer (Non-Student) Release (if applicable)	The department maintains copies and sends the originals to Risk Mgmt.
Emergency Information Form	The department maintains the originals. The Trip sponsor is to have copies throughout the trip.

Foreign Travel Forms	Forms Go Where?
Required 3 weeks prior to trip departure	
Emergency Information Form	This is an online form and is not available in paper form. After students submit their information Risk Mgmt. will forward the emergency information to the Trip Sponsor prior to trip departure.
Statement of Responsibility, Release from Liability & Authorization to Participate in Foreign Travel	The department maintains copies and sends the originals to the Risk Mgmt. office.
Volunteer (Non-Student) Release (if applicable)	The department maintains copies and sends the originals the Risk Mgmt. office.
<i>If a country is on the US Dept. of State Warning List this release form is REQUIRED from each participant:</i>	The department maintains copies and sends the originals the Risk Mgmt. office.

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<u>Statement of Responsibility, Release from Liability & Authorization to Participate in Foreign Travel to a Country on the US Dept. of State Travel Warning List</u>	
<u>Foreign Travel Fee Form</u>	This form is completed by the trip sponsor. The original form & collected monies are sent to Student Accounts for deposit. Email scanned form to Risk Mgmt.

*The Foreign Travel fee includes the AIG Travel Assistance Services providing Worldwide Travel Assistance, Personal Security Services, Medical Assistance, VIP Personal Assistance Services, and Emergency Travel Assistance.